

SAMPLE PARENT NOTIFICATION LETTER

[Use District letterhead]

Dear Parent or Guardian:

[*Name of district, county office or charter school*] receives Title III funding from the federal government to help English learners to speak, read, and write in English and to achieve in reading and mathematics. School districts and other agencies that receive Title III funds are reviewed each year to see if they meet three objectives for their English learners:

- Progress in learning English
- Progress in the percentage of students who become proficient in English
- Academic targets in English-language arts and mathematics

For the [*DISTRICT ADD*] school year, [*Name of district, county office or charter school*] did not meet one or more of these targets. [*District adds translated language explaining which of the objectives were not met.*]

If you would like more information about how your child is performing on these targets, please contact your child's teacher or school. Please contact [*name of contact person*] at [*phone number*] for more information on the educational program to help English learners become English proficient and meet academic goals.

Sincerely,

[*District Administrator's name*]